

## 2004 CAPITAL BUDGET COMMITTEE

REPRESENTATIVE	LEG ASSISTANT	OFFICE	PHONE
DUNSHEE, Hans (D) Chair		JLOB 241	7804
HUNT, Sam (D) Vice Chair	Meagan Brown	JLOB 325	7992
ALEXANDER, Gary (R) (RM)	Barb Peters	JLOB 205	7990
ARMSTRONG, Mike (R)	Wanda Ward	JLOB 424	7832
BENSON, Brad (R)	Tammi Lewis	JLOB 412	7922
BLAKE, Brian (D)	Shirley Wilcox	JLOB 339	7870
BUSH, Roger (R)	Karen Castillo	JLOB 425	7824
CHASE, Marilyn (D)	Faith Homan	JLOB 341	7880
EICKMEYER, William "Ike" (D)	Jean McMilian	MOD1 104	7902
FLANNIGAN, Dennis (D)	Maralise Hood	JLOB 335	7930
HANKINS, Shirley (R)	Jane McCann	MOD1 102	7882
HINKLE, Bill (R)	Debra DeLayne	JLOB 206	7808
KIRBY, Steve (D)	Christel Mason-Gillespie	JLOB 308	7996
LANTZ, Pat (D)	Carmen Butler	JLOB 333	7964
MASTIN, Dave (R)	Maureen Walsh	MOD1 114	7836
MORELL, Dawn (D)	Jaime Smith	JLOB 332	7968
MURRAY, Ed (D)	Adam Bartz	JLOB 243	7826
NEWHOUSE, Dan (R)	Linda Luttrell	JLOB 422	7874
O'BRIEN, Al (D)	Colleen Anderson	JLOB 331	7928
ORCUTT, Ed (R)	Amber Oien	JLOB 415	7812
PRIEST, Skip (R)	Carol Cain	JLOB 420	7830
SCHOESLER, Mark (R)	Krista Winters	MOD1 113	7844
SIMPSON, Geoff (D)	Norma Wallace	JLOB 326	7918
VELORIA, Velma (D)	Cely Lucuab	JLOB 330	7862
WOODS, Beverly (R)	Geni Allen-Stroud	MOD2 110B	7842

### Committee Staff:

Charlie Gavigan, Coordinator / Counsel	JLOB 219	786-7340
Marziah Kiehn-Sanford, Fiscal Analyst	JLOB 212	786-7349
Patty Davis, Legislative Assistant	JLOB 219 A	786-7147
Alton Alexander, Jr., Clerk	JLOB Workroom 104	786-7961

# **Capital Budget Committee Policies - 2004**

## **1. Hearing Schedule:**

(a) All committee meetings normally will be published in the Weekly Legislative Meeting Schedule.

(b) There will normally be a minimum of three days between Public Hearing and Executive Session on bills.

(c) Member name cards will be placed on the dias prior to each committee meeting.

## **2. Draft Bills:**

Draft Bills will not be heard in committee. If a member wishes to have a bill before the committee, the bill must be properly introduced on the floor of the House and referred to the committee. This will allow time for the proper public notice and distribution.

## **3. Amendments to Bills in Committee:**

(a) Oral amendments will not be accepted, except very short and simple clarifying amendments with the consent of the chairman.

(b) All amendments must be prepared by committee staff.

(c) All requests for amendments must be given to committee staff by 12:00 noon on the day prior to the day of the committee vote.

(d) Requests for amendments must be made by a member or other legislative staff at the request of the member. Amendments will not be prepared at the request of a lobbyist.

(e) Only committee members may sponsor an amendment during executive session.

## **4. Committee Reports:**

All committee reports must be signed by members before leaving the hearing room after committee meetings. Staff has been directed not to allow absent members to sign committee reports at a later time.

## **5. Role of Committee Staff:**

All committee staff work for the Office of Program Research (OPR), a non-partisan office that was created by the House in 1973. The purpose of committee staff is to provide objective information and analysis to assist House members in making informed judgements about issues before the Legislature. The types of staff work products may include: drafting bills, preparing bill analysis for bills referred to committee, forecasts of expected consequences, pros and cons of various alternatives, comparisons of other states, and research on specific issues.

Committee staff work for all House members. For this reason, it is essential that staff provide neutral, nonpartisan information and maintain a relationship of trust with all House members.

There are three types of staff positions available to the Capital Budget committee:

Analyst: The analyst provides the written and oral reports to the committee, research and analysis of issues, and prepares bills and amendments to bills, including the capital budget bill.

Counsel: The Counsel provides assistance in bill and amendment drafting and responds to questions on legal issues.

Legislative Assistant: Working primarily under the supervision of the analysts, the legislative assistant provides the necessary support functions. These include committee correspondence, clerical work for bills and amendments for bills passed out of committee, arranging the meeting rooms, recording hearings, maintaining committee files, and record role call voting.

As far as staff work schedules are concerned, committee business is the staff's primary responsibility, and that committee work comes first in the event of time conflicts with non-committee work. Most of the staff's day-to-day workload is determined by the committee agenda which is established by the committee chair. The priority given to staff work assignments is as follows: (1) agenda items for committee meetings, (2) work requests from committee members, (3) work requests from other House members.

## **6. Role of Staff During Committee Meetings:**

Committee staff participate in committee meetings only when specifically requested to do so. Typically the chair will ask staff to make oral presentations, and the staff will respond to questions raised by the chair or other committee members. When making presentations or responding to member questions the staff will not: (1) express his or her personal opinion, (2) defend or take an advocacy position of any organization, agency, or political party, (3) question individuals who testify before a committee, or (4) violate the confidential trust of a member. In addition, staff are not to make determinations on parliamentary procedure. It is the prerogative of the chair to make rulings on parliamentary procedures. It is not appropriate for staff to engage in any of the activities mentioned above - members please don't ask them to do so.

## **7. Staff Confidentiality:**

Committee staff will assume all requests for information, bill drafts or amendments are confidential unless specifically told otherwise by the member. If a member wants information about another member's bill or research, please contact the member directly. It is, however, helpful to identify the name of the requesting member on requests for information from state agencies or other organizations. In these circumstances the staff will usually ask the member if their name can be used to expedite the information gathering process.

Generally the following events cause a confidential document to become public: (1) when a bill is introduced it becomes a public record, and (2) when an amendment is specifically released by the sponsor or once there is a motion to adopt the amendment it becomes a public record. Often the committee will hold a Republican and Democratic caucus (non-public) to discuss a bill or an amendment prior to voting on the measure. Staff will make all amendments available to the caucus meetings unless specifically requested otherwise by the sponsor.

Remember, all meetings are recorded for the public record and all conversations that can be picked up by the microphones are broadcast throughout the capitol campus on the black speaker boxes.

**Representative Hans Dunshee**  
**Chair, Capital Budget Committee**